

CITY OF WILMINGTON FIRE MARSHAL'S OFFICE

GUIDELINES FOR COMPLETING AND SUBMITTING APPLICATIONS FOR PLAN REVIEWS AND ADDITIONAL INFORMATION

A. Complete the Application: Completely fill out the "Application for Fire Protection Plan Review" form as indicated:

1. **Site Sections:** Project description, residential, commercial, other, must be provided.
2. **Building:** ☐ Tenant Renovation, ☐ Addition, ☐ Occupancy Change, ☐ Other _____
Project Description, including the intended use of the building, _____
(Complex, Store #, or specific Complex Identifier) _____
Number of Stories ☐ _____, Square Footage: _____, Proposed use _____
Fire Protection Systems existing, ☐ Alarm, ☐ Sprinkler, ☐ Hood, ☐ Fixed, ☐ Special Hazard,
☐ Other, describe _____
System is: ☐ New installation, ☐ Addition to an Installation, ☐ Upgrade to an Installation, or
☐ Other, Describe _____
3. **Fire Alarm Only:** Type of System: ☐ Local, ☐ Remote, ☐ Central, ☐ Proprietary
Secondary Power: ☐ Generator, ☐ Batteries: 24 hr, ☐ Batteries: 60 hr, ☐ Other
Describe _____
4. **Sprinkler Systems Only:** Number of Risers: ☐ Wet, ☐ Dry, ☐ Deluge, ☐ Preaction
Hazard Classification, ☐ Total Area Protected By System, ☐ New, ☐ Existing, ☐
Flow Test: Date: _____ Static, _____ Residual, _____ Flow, _____
5. **Hood Suppression Systems Only:**
Type of System: ☐ Wet Chem, ☐ Dry Chem, ☐ Sprinkler, ☐ Other _____
System Description: _____
Number of Flows Required: _____ Number of Flows Available: _____
6. **Special Hazard Systems Only:** _____
Description: _____
7. **Tanks:** ☐ Flammable/Combustible Liquids, ☐ LPG, ☐ Other. Must Be Provided (Permit Required)
Project Description: _____

B. Responsibility: The following are responsible for submitting plans, information, specifications, etc. that are in compliance with the Delaware State Fire Prevention Regulations:

1. Applicant; 2. Architect; 3. Engineer; and 4. Owner.

A signed copy of the cost agreement between the contractor and the property owner shall be attached to the application. This agreement shall detail the contract amount for the proposed construction.

Approvals by the City of Wilmington Fire Marshal at the time of plan review, even if in error or omission of a specific requirement, do not relieve the aforementioned of responsibility to correct such an error or omission prior to the final inspection and/or acceptance by the City of Wilmington Fire Marshal.

If all the information requested is not provided, the application and any submitted information (plans, specifications, etc.) will not be accepted.

C. Fees: All required fees must accompany all applications and plan submittals. The application and plan submittal will not be accepted by the City of Wilmington Fire Marshal without a fee.

FOR OFFICE USE ONLY

Application Complete _____, Plans Complete _____, Fee Paid _____.